

JOB TITLE: Activities Coordinator

DEPARTMENT: Senior Center, Hart County

OVERALL RESPONSIBILITY: Coordinates activities for the Senior Center clients. Intake of all new Senior Center participants. Interfaces with Senior Center Director in all areas of day to day operations.

KEY AREAS OF RESPONSIBILITY:

- Builds Senior Center's monthly calendar of events
- Engages Seniors daily in a variety of games, exercise or craft activities
- Encourages participation of outside agencies for health and wellness programs
- Relays calendar to Senior participants and radio stations
- Records and maintains all activity reports
- Shares all announcements and needed information with Center participants
- Promotes center events in local newspaper
- Relays required monthly nutritional information to CM and HDM clients
- Processes all registration paperwork of new Senior Center clients
- Maintains reassessments of client files for agency inspections
- Support person to Senior Center with day to day operations of office, kitchen and transit
- Manages center in the absence of the Senior Center Director
- Oversees Site Council elections, meetings and minutes
- Coordinates fund raising events

TERM OF EMPLOYMENT: Grant funded – Part-time

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QUALIFICATIONS:

- Strong sense of Senior client needs and services
- Good communication and speaking ability
- Professional phone skills
- Reliable self-starter
- Basic computer skills
- Good driving record